

Regular Meeting

Tuesday

January 2, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 2, 2024, at 8:00 am.

Present: Engen (via zoom), Berg, Kapitan, Ekman, Cosgriff
Absent: None
Others: Bossart, Strand

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held December 12, 2023:

Berg moved to approve the minutes of the Regular Meeting held December 12, 2023.
Second by Kapitan. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$584,793.60:

Berg moved to approve the airport vouchers totaling \$584,793.60.
Second by Kapitan. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Berg moved to approve the individual vouchers:

- A. MEAD & HUNT - \$10,044.00
Title VI Plan preparation.
- B. MEAD & HUNT - \$872,449.55
Passenger Terminal Expansion project.
- C. MEAD & HUNT - \$520.33
East Economy Parking Lot.
- D. MEAD & HUNT - \$75,138.69
North General Aviation Apron Expansion Project.
- E. NORTHERN IMPROVEMENT - \$223,021.91
Partial Payment Request #5, North General Aviation Apron Expansion.

Approved the Individual Vouchers: (Continued)

- F. PARSONS ELECTRIC - \$28,102.50
Partial Payment Request #2, North General Aviation Apron Expansion.
- G. AERO BRIDGEWORKS - \$129,490.01
Partial Payment Request #4, Gate 4 Boarding Bridge.

Second by Kapitan. All members present voted aye. Motion carried.

Received October and November Financial Statements and 2023 Revenue Estimate with 2024 Revenue Budget:

Financial statements and the 2024 revenue budget were reviewed.

Kapitan moved to receive and file the October and November financial statements and the 2023 revenue estimate with 2024 revenue budget.

Second by Berg. All members present voted aye. Motion carried.

Received Update Regarding Bank of North Dakota Loan Resolution:

John Shockley, Bond Counsel, joined the meeting via zoom.

Attorney Bossart stated nothing has really changed since the last exchange with the City of Fargo. She stated there is a meeting scheduled with both entities for January 3.

Shockley stated he has spoken with Attorney Erik Johnson, and he believes Johnson understands the issues but that Johnson is not the decision maker.

Received Update from TL Stroh Architects Regarding Parking Structure Project and Proposed Architect and Engineering Fee for Elevated Walkway:

Terry Stroh, TL Stroh Architects, was recognized via zoom. He presented a proposed schedule for the parking structure:

Design Development completed at the end of January 2024

- Bid package for precast end of January 2024

Construction documents 50% complete end of February 2024

- Bid package for deep foundations/footings end of February 2024

Construction documents completed end of March 2024

Construction June 2024 – 12 to 14 months to construct

Berg moved to accept this timetable for construction of a parking garage.

Second by Ekman.

On the call of the roll, Berg, Kapitan, Ekman, Cosgriff voted aye.

Engen voted no. Motion carried.

Received Update Regarding Special Assessment Deferral:

Attorney Bossart stated she did receive an opinion from the Dave Anderson, Deputy Manager, FAA Dakota-Minnesota Airports District Office dated December 13, 2023, indicating that based on the FAA’s Revenue Use Policy, payment of special assessments for Improvement Districts BN-20-A and SL-21-C by FAR to the City would be considered revenue diversion based on the lack of benefit to the airport from the street and lighting improvements by the city on their property.

Bossart stated she has forwarded this information to the City Attorney.

Received Update Regarding Financial Analysis of Passenger Terminal Expansion and Parking Structure:

The Proposal for A&E Services dated December 11, 2023, from TL Stroh Architects was received and filed without objection. The fixed fee proposed is \$185,000.00.

Berg moved to approve the proposal for A&E Services in the amount of \$185,000.00 submitted by TL Stroh Architects for the skyway project.

Second by Ekman. All members present voted aye. Motion carried.

EideBailly Representatives to Present Their CFO Services:

EideBailly representatives Chad Flanagan, Reid Mattson, Tanna Aasand (via zoom) were recognized and discussed CFO services they could provide. Aasand provided a review of her background as director of finance at the Grand Forks airport for seven years.

Flanagan stated they could put together a specific scope and have conversations about where and how much time should be spent. Flanagan indicated they could have a scope of work available for the next meeting.

Berg moved to continue discussions with EideBailly on contract CFO services.

Second by Ekman.

On the call of the roll, Engen, Berg, Kapitan, Ekman, Cosgriff voted aye. Motion carried.

Received Proposal for South General Aviation Area Airfield Light Fixture Replacement (LED Upgrade - \$46,518.00):

Dobberstein stated we received three quotes, all through the Sourcewell cooperative purchasing program, for replacement of the incandescent bulbs in the South General Aviation Area with LED bulbs:

ADB Safegate	\$46,518.80
Airside Solutions	\$56,426.40
Airport Lighting Company	\$60,525.10

Dobberstein added this was part of the overall Airfield Lighting and Regulator Replacement Project proposed by JK Engineers, Inc. and approved by the MAA.

Kapitan moved to approve the proposal from ADB Safegate in the amount of \$46,518.80. Second by Berg. All members present voted aye. Motion carried.

Construction and Security Update:

There was nothing to report.

Other Business:

Berg moved to authorize staff to explore upgrades of our sound system in the boardroom.

Second by Ekman. All members present voted aye. Motion carried.

Kapitan moved to adjourn the meeting.

Second by Berg. All members present voted aye. Motion carried.

Time at adjournment was 9:21 a.m.

APPROVED JANUARY 23, 2024, Shawn A. Dobberstein, MAA Secretary

Annual Meeting

Tuesday

January 23, 2024

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, January 23, 2024, at 8:00 am.

Present: Engen, Berg, Kapitan, Ekman, Cosgriff
Absent: None
Others: Bossart (via zoom), Strand

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held January 2, 2024:

Berg moved to approve the minutes of the Regular Meeting held January 2, 2024.
Second by Kapitan. All members present voted aye. Ekman absent. Motion carried.

Ekman now present.

Approved the Airport Vouchers Totaling \$654,389.97:

Kapitan moved to approve the airport vouchers totaling \$654,389.97.
Second by Engen. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MCGOUGH CONSTRUCTION - \$126,040.00
Partial Payment Request #6, preconstruction services and elevator.
- B. FLINT GROUP - \$47,657.20
2023 Marketing Program.
- C. TL STROH ARCHITECTS - \$193,575.00
Partial Payment Request #3, parking structure.
- D. PARSONS - \$210.00
Utility locates, Glycol Project Survey.
- E. WESLEY SCHON - \$750.00
Independent engineering fee review, glycol project.

Approved the Individual Vouchers: (continued)

- F. BORDER STATES PAVING - \$9,350.00
Partial Payment Request #7 (Final) East Economy Parking Lot.
- G. MCGOUGH CONSTRUCTION - \$158,454.00
Partial Payment Request #7, preconstruction services and elevator.
- H. MEAD & HUNT - \$36,085.95
Glycol forecmain.
- I. MEAD & HUNT - \$518.64
Security Access System Upgrade.
- J. MEAD & HUNT - \$5,580.00
Title VI and CCP Plan preparation.
- K. MEAD & HUNT - \$38,640.00
Airfield electrical equipment replacement.
- L. MEAD & HUNT - \$23,241.33
North General Aviation Apron Expansion.
- M. MEAD & HUNT - \$331,303.44
Passenger Terminal Expansion.

Second by Kapitan. All members present voted aye. Motion carried.

Received Parking and Transportation Study from SP Plus:

Greg Pierson, Regional Manager, SP Plus, was recognized via zoom, and presented the Parking and Transportation Study with results from the survey conducted November 28-29, 2023.

The study was received and filed.

Continued Discussion with EideBailly Regarding Contracted Services Scope of Work:

EideBailly representatives Reid Mattson, Chad Flanagan, along with Natalie Miller and Tanna Aasand (via zoom) were recognized and presented their proposal for outsourced and managed services. They outlined the two options for Business Planning and Analysis.

Option 1 – Business Planning & Analysis (Trended)
(Forecasting will be developed based on trended historical results and management assumptions about the future)

Option 2 – Business Planning & Analysis (Driver Based)
(Forecasting will be driver based including such factors as individual contracts and

Continued Discussion with EideBailly Regarding Contracted Services Scope of Work:
(continued)

customers, planned hires, etc. Custom financial forecasting is much more detailed and involved using non-financial metrics to predict revenue and/or expense, such as number of landings predicted.

Berg made a motion to move forward with the first step of the onboarding process with EideBailly and continue with working with staff on fine tuning outsourced managed services and come back to the board for the next step.

Second by Ekman.

On the call of the roll, Engen, Berg, Kapitan, Ekman, Cosgriff voted aye. Motion carried.

Received Update Regarding Parking Structure and Elevated Walkway Project:

Oliver Finneman, McGough Construction, was recognized and gave an update on the parking structure and elevated walkway project. The design team is continuing to refine drawings which they will issue in about two weeks. Timelines for the project remain the same.

Receive Update on Terminal Expansion Project and Funding Status:

Tom Schauer, Mead & Hunt, was recognized and gave an update on the project, types of funding and funding status.

Federal Funding:

- Airport Improvement Program (AIP)
 - Entitlements
 - Discretionary (Competitive)
- Bipartisan Infrastructure Law (BIL)
 - Airport Infrastructure Grant (AIG)
 - Airport Terminals Program (ATP) (Competitive)
- Supplemental Funding

State Funding:

- ND Aeronautics
- Direct Allocation (Competitive)

Authorized Travel to ACI/AAAE Legislative Conference, March 14-15, 2024, Washington, DC:

Berg moved to authorize travel to the ACI/AAAE Legislative Conference, March 14-15, 2024, Washington, DC.

Second by Kapitan. All members present voted aye. Motion carried.

Authorized Travel to ARFF Working Group Leadership Conference, March 4-7, 2024, Port Charlotte, FL:

Engen moved to authorize travel to ARFF Working Group Leadership Conference, March 4-7, 2024, Port Charlotte, FL.

Second by Berg. All members present voted aye. Motion carried.

Authorized Travel to the Fly-ND Conference, March 3-5, 2024, Grand Forks, ND:

Engen moved to authorize travel to the Fly-ND Conference, March 3-5, 2024, Grand Forks, ND.

Second by Berg. All members present voted aye. Motion carried.

Update on Electronic Sign RFP:

Dobberstein presented a communication from the City of Fargo Inspections Department dated December 20, 2023, along with a map of the corner of Dakota Drive and 19th Avenue North. The information provided states that the on-premises sign could be a message board only, we would not be able to sell advertisement space since airport land is zoned public/institution. He stated he had the staff do some measuring in the area and due to all of the requirements there is very limited space for a sign. He stated he has been working with COF regarding utilities in the area. He stated he has reviewed the drafts of the RFP being drafted by Flint Group. He stated anyone submitting a proposal would have to find a proposed site that would work.

Airport Construction and Security Update:

No report.

Elect Chair of the Municipal Airport Authority for Calendar Year 2024, As Per Bylaws:

Engen moved to elect James Kapitan Chair of the Municipal Airport Authority for calendar year 2024, as per bylaws.

Second by Ekman. All members present voted aye. Motion carried.

Elect Vice-Chair of the Municipal Airport Authority for Calendar Year 2024, As Per Bylaws:

Engen moved to elect Paula Ekman Vice-Chair of the Municipal Airport Authority for calendar year 2024, as per bylaws.

Second by Berg. All members present voted aye. Motion carried.

Berg moved to adjourn the meeting until the next meeting to be held Tuesday, February 13, 2024.

Second by Kapitan. All members present voted aye. Motion carried.

Time at adjournment was 9:46 a.m.

APPROVED FEBRUARY 13, 2024, SHAWN A. DOBBERSTEIN, MAA SECRETARY

Regular Meeting

Tuesday

February 13, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo was held Tuesday, February 13, 2024, at 8:00 a.m.

Present: Engen, Berg, Cosgriff, Ekman (via zoom), Kapitan (via zoom).
Absent: None
Others: Bossart, Strand

Chair Kapitan presiding.

Approved the Minutes of the Annual Meeting Held January 23, 2024:

Berg moved to approve the minutes of the Annual Meeting held January 23, 2024.
Second by Engen. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$413,055.70:

Engen moved to approve the airport vouchers totaling \$413,055.70.
Second by Berg.
On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.
Motion carried.

Approved Individual Vouchers:

Engen moved to approve individual vouchers:

- A. MCGOUGH CONSTRUCTION - \$38,280.00
Partial Payment Request #1, Preconstruction services – parking structure.
- B. MEAD & HUNT - \$2,638.75
South GA soil analysis.
- C. TERRACON - \$1,201.00
Passenger Terminal Expansion – elevator quality testing.
- D. FLINT GROUP - \$24,550.00
2024 marketing program.

Approved Individual Vouchers: (continued)

- E. VOLAIRE - \$1,875.00
Air service data.

- F. TL STROH ARCHITECTS - \$400,000.00
Partial Payment Request #4, parking structure design.

Second by Berg.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.

Motion carried.

Received Preliminary December 2023 Financials:

Engen moved to receive the preliminary December 2023 financials.

Second by Berg. All members present voted aye. Motion carried.

Received Financial Update from Leibowitz and Horton and EideBailly for Passenger Terminal Projects and Parking Structure:

Presenters were Steve Horton, Monica Weddle, Leibowitz and Horton, and Chad Flanagan, EideBailly.

Flanagan stated the most recent package of information sent to the board members isolates the sources and uses of this project. He stated Steve and Monica did a great job of laying out when funding would be received.

Steve Horton was recognized via zoom and stated the financial plan being presented was a combined effort of everyone involved. He stated the plan has a practical approach of what funding is going to be available and how the funding will match up with the expenditures.

Monica Weddle was recognized via zoom and reviewed in detail the financial plan spreadsheet provided to the Airport Authority. She added that this analysis is not the best-case scenario or the worst case scenario, but a practical approach in between.

Update and discussion only, no action taken.

Received Update Regarding Bank of ND Loan Resolution and Fee and Reimbursement Agreement to be Approved by City Commission:

Final draft of the Fee, and Reimbursement Agreement between the MAA and the City of Fargo for the Airport Authority Debt Approved Pursuant to NDCC 2-06-19(9), for the Bank of North Dakota loan was presented by Attorney Bossart.

John Shockley, bond counsel, was recognized via zoom and stated both parties have come to an agreement of terms.

Berg moved to approve the Resolution and Fee and Reimbursement Agreement as presented.

Second by Engen.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.

Motion carried.

Received Communication from McGough Construction Regarding Passenger Terminal Expansion Bid Package #1 for GMP #2 (\$16,946,634); Summary of Award for Bid Package #0 for Elevator, GMP #1 (\$743,287, approved by MAA 10/10/2023); Construction Contract Agreement Pertaining to Contingency Change Orders:

Oliver Finneman, McGough Construction, was recognized and reviewed the various bid packages and construction contract agreement pertaining to contingency change orders for the Terminal Expansion Project.

Berg moved to approve Bid Package #1 for GMP #2 \$16,946,634), Bid Package #0 for GMP #1 (Elevator - \$743,287), and the Construction Contract Agreement Pertaining to Contingency Change Orders.

Second by Engen.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.

Motion carried.

Received Contract Amendment #1 from Mead & Hunt for Construction Administration Services Associated with the Passenger Terminal Expansion Project (\$3,495,320):

Brandon Halverson, Mead & Hunt, was recognized via zoom and reviewed the Construction Administration Services at a cost of \$3,495,320, which is a separate contract from design services and has been included in the project budget all along.

Engen moved to approve Contract Amendment #1 for Construction Administrative Services at a cost \$3,495,320.00.

Second by Berg.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.

Motion carried.

Received Update Regarding Parking Structure and Elevated Walkway Project:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the parking structure and elevated walkway project. He stated they are on track to have the bid package ready by the end of February or early March for the deep foundation work. He stated the project will be done in bid packages in order to get materials procured in a timely manner.

Authorized McGough Construction to Advertise Bid Package #1 for Parking Structure:

Berg moved to authorize McGough Construction to advertise Bid Package #1 for the parking structure.

Second by Engen.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.

Motion carried.

Received Marketing Update from Flint Group:

Kelsey Miller and Jason Lotzer, Flint Group, were recognized and gave a presentation on logo exploration and 2024 brand campaign proposal.

Miller stated a survey was sent to the board members with several questions and responses were received from four board members and two community members. They presented two campaign options, Option 1 – “The Easy Way to Getaway” and Option 2 – “Fly Far.” They are proposing a two-to-three-year campaign concept.

Proposals were received. No action taken.

Authorized Attendance at the 2024 AAAE Annual Conference, April 27-May 1, 2024, Nashville, TN:

Engen moved to authorize attendance at the 2024 AAAE Annual Conference, April 27-May 1, 2024, Nashville, TN.

Second by Berg. All members present voted aye. Motion carried.

Authorized Attendance at the AAAE International Aviation Snow Management Academy, April 20-21, 2024, Buffalo, NY:

Engen moved to authorize attendance at the AAAE International Aviation Snow Management Academy, April 20-21, 2024, Buffalo, NY.

Second by Berg. All members present voted aye. Motion carried.

Authorized Attendance at Airfield Marking Symposium, April 9-11, 2024, Tucson, AZ:

Engen moved to authorize attendance at the Airfield Marking Symposium, April 9-11, 2024, Tucson, AZ.

Second by Berg. All members present voted aye. Motion carried.

Received Update Regarding Special Assessment Deferral Request:

Attorney Bossart reviewed that we did receive an opinion from the Dave Anderson, Deputy Manager, FAA Dakota-Minnesota Airports District Office dated December 13, 2023, indicating that based on the FAA’s Revenue Use Policy, payment of special assessments for Improvement Districts BN-20-A and SL-21-C by FAR to the City would be considered revenue diversion based on the lack of benefit to the airport from the street and lighting improvements by the city on their property. She stated the COF continues to reject the deferral request per a letter from city attorney Nancy Morris that the COF deems the improvements to be an immediate benefit. She stated the FAA has asked the COF for documentation and specifics on how these improvements provide an immediate benefit to the airport. She stated the COF has not provided that information. She stated the next step is another meeting with the COF Finance Committee.

Received Communication from Midco Requesting Easement to Extend Fiber to South GA Hangar #9:

Communication from Tony Geffre, Midco, dated February 6, 2024, was received and filed without objection. The request is to extend current fiber in the southeast general aviation area to a specific building, 1815 23rd Avenue North.

Berg moved to approve the request from Midco and that they be required to contact other tenants in the area to make them aware of possible service available.

Second by Engen. All members present voted aye. Motion carried.

Discussed Children's Play Area and Art Display Cases for Terminal Project:

Ekman stated Brad Bachmeier, Professor of Art Education at MSUM, was involved with the art displays at the MSP airport. She asked if the board would be interested in having Bachmeier make a presentation at a future meeting.

Cosgriff moved to invite Brad Bachmeier to do a presentation to the MAA on proposed art in the terminal expansion.

Second by Berg. All members present voted aye. Motion carried.

Ekman stated she has had conversations with Sara Bond, Lead Community Relations Specialist with Sanford. They discussed the possibility of the airport requesting funding from Sanford to fit up the play area in the terminal expansion.

Berg moved the MAA explore all potential revenue opportunities both for construction costs and ongoing revenue for sponsorships in the Terminal Expansion Project and that it not be limited to one.

Second by Engen. All members present voted aye. Motion carried.

Engen moved to adjourn the meeting.

Second by Berg. All members present voted aye. Motion carried.

Time at adjournment was 10:26 a.m.

APPROVED FEBRUARY 27, 2024, SHAWN A. DOBBERSTEIN, MAA SECRETARY

Regular Meeting

Tuesday

February 27, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 27, 2024.

Present: Engen, Berg, Cosgriff, Ekman, Kapitan
Absent: None
Others: Bossart

Vice Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held February 13, 2024:

Berg moved to approve the minutes of the Regular Meeting held February 13, 2024.
Second by Engen.
On the call of the roll, Engen, Berg, Cosgriff, Ekman voted aye.
Kapitan absent. Motion carried.

Approved the Airport Vouchers Totaling \$121,004.69:

Engen moved to approve the airport vouchers totaling \$121,004.69.
Second by Berg.
On the call of the roll, Engen, Berg, Cosgriff, Ekman voted aye.
Kapitan absent. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers

- A. MEAD & HUNT - \$6,944.00
Title VI document preparation.
- B. CUMMING GROUP - \$1,263.75
Passenger terminal CMAR Amendment #1 review.
- C. MCGOUGH CONSTRUCTION - \$154,893.00
Partial Payment Request #8, passenger terminal expansion elevator.
- D. MEAD & HUNT - \$73,850.00
Terminal Apron Expansion Design (Final).

Approved the Individual Vouchers: (continued)

- E. MEAD & HUNT - \$5,156.46
North GA Apron Expansion.
- F. MEAD & HUNT - \$1,289.20
Gate 4 boarding bridge replacement.
- G. MEAD & HUNT - \$6,377.87
Security access system upgrade.
- H. MEAD & HUNT - \$303,146.78
Passenger terminal expansion project.

Second by Berg.

On the call of the roll, Engen, Berg, Cosgriff, Ekman voted aye.
Kapitan absent. Motion carried.

Michael Lum, Volaire Aviation, Presented Passenger Leakage Study:

Michael Lum, Managing Partner, Volaire Aviation, Inc., was recognized via zoom.
Lum presented the traffic leakage and retention results for third quarter 2023, DOT capacity, traffic and fare analysis.

Study was received and filed.

Chair Kapitan now present. Vice Chair returned the chair.

Received Financial Model Update from EideBailly:

Representatives from EideBailly presenting were Chad Flanagan, Tanna Aasand (via zoom), Natalie Miller (via zoom).

Aasand stated they have worked in depth with Shawn Dobberstein who has been so helpful in getting the information they have requested in a very timely manner. She stated they have also worked with Tom Schauer, Mead & Hunt, and a couple of board members. She stated using the Leibowitz & Horton model developed by Monica Weddle, they have been able to create a cash flow model which will be presented to the board to determine if it will be useful going forward.

Miller stated they pulled all of the information provided by the MAA and presented the various draft models they are proposing. Miller stated if the board members would like to see this information in different ways just let them know.

Berg stated he cannot speak for the rest of the board members but the main piece of information he is looking for is if something with inflows and outflows is off track. He stated he does not want to spend 30 minutes every meeting reviewing the financials.

Received and Approved Temporary Construction Easement with the City of Fargo:

Proposed Temporary Construction Easement from the City of Fargo was received and filed.

Dobberstein stated the COF is requesting a temporary construction easement on airport farmland north of Riviera Heights and west of the treatment facility with an expiration date of June 1, 2025. The land is currently farmed by NDSU, and the COF will reimburse the MAA for the lease revenue.

Engen moved to approve the temporary construction easement for the City of Fargo.

Second by Berg. All members present voted aye. Motion carried.

Received Amendment No. 3 to AIA A133-2019 Agreement between MAA and McGough Construction for Passenger Terminal Expansion and Renovation Project (Changes Requested by FAA):

This item was tabled.

Received Update Regarding Passenger Terminal Expansion and Renovation Project, Concessions Update:

Brandon Halverson, Mead & Hunt, was recognized via zoom. Also attending was Dustin Sejnoha, Sky Dine (via zoom).

Halverson presented an update on concession areas in the terminal expansion project.

Sejnoha briefly reviewed their plan for temporary food service during the time when they are without their full kitchen services. He stated they have not yet signed any contracts with other brands and vendors. He presented ideas about upscale vending areas.

Received Update on Parking Structure and Elevated Walkway Project:

Terry Stroh, TL Stroh Architects, was recognized and stated they continue to be on track with the parking structure project. There is a pre-cast bid package out right now. He stated since there is such a push on the parking structure they are waiting on further work on the walkway. He added a lot of the design work was done for the previously planned walkway.

Brad Bachmeier Discussed Art in the Passenger Terminal Project:

Brad Bachmeier, Chair of the School of Art at MSUM, was recognized and gave a brief summary of his background in art. He stated he served on the COF Planning Commission and helped found the Fargo Arts and Culture Commission. He also provided a list of clients and partners. He stated art would help tell the story of the airport and the Fargo metro area. He stated the airport is often the welcome and farewell to visitors. He stated travel can be stressful and art can help relieve some of that stress. He presented a powerpoint on airport and other public art displays.

Berg now absent.

Brad Bachmeier Discussed Art in the Passenger Terminal Project: (continued)

Brandon Halverson, Mead & Hunt, was recognized via zoom and stated they have been working with Artworks on terminal expansion project. Halverson stated he will contact Mr. Bachmeier and review what they have planned so far and get ideas from Mr. Bachmeier.

Received FAA Approved Title VI Program:

Dobberstein stated we received notification from the FAA that they approved our Title VI Plan, which was prepared by Mead & Hunt. Copies of the plan were provided.

Engen moved to receive the Title VI Program (49 CFR Part 21).

Second by Ekman. All members present voted aye. Berg absent. Motion carried.

Received Contract Amendment #1 from Mead & Hunt for South GA Apron Reconstruction Project (Deduct \$16,754.00):

Proposed agreement with Mead & Hunt dated February 22, 2024, PFC 24-10-10-C-00-FAR Application and PFC 20-09-C-00 FAR Closeout, was received and filed.

Engen moved to approve the agreement proposed by Mead & Hunt to provide services for the PFC Application #10 at a cost of \$53,900, and that the Executive Director be given the latitude to decide on the proposal for the PFC #9 closeout.

Second by Ekman. All members present voted aye. Berg absent. Motion carried.

Received Contract Amendment #1 from Mead & Hunt for South GA Apron Reconstruction Project (Deduct \$16,754.00):

Engen moved to approve Contract Amendment No. 1 to the South GA Apron Reconstruction Project as a result of a reduction to Scope of Services for a deduct of \$16,754.00.

Second by Ekman.

On the call of the roll, Engen, Cosgriff, Ekman, Kapitan voted aye.

Berg absent. Motion carried.

Flint Group Discussed PR and Social Media Strategy:

Flint Group representatives Madison Quamme, Kelsey Miller and Jodi Duncan were recognized via zoom and gave an update on public relations and social media strategy. They presented ideas on how they plan to handle the terminal expansion project and have broken it into three phases, pre-construction, construction, and post-construction.

Discussion on Short Term Parking During Parking Garage Construction:

Cosgriff stated as we move forward with construction of the parking garage, he thinks we need to take a look at the existing employee parking lot as potentially filling in as our short-term parking during that construction. He does not know if that is something we need to direct SP Plus to do. He stated he feels we need to take a hard look and maintain as much short-term parking as possible, which would mean displacing our least expensive parking instead of our most expensive parking. He stated that will inconvenience some people.

Engen stated the basis of taking care of the airport employees and the people that actually facilitate the transporting of passengers and their bags is important. He stated that is an operations function and that supersedes the revenue side for the purpose of running the airport.

Discussion continued with objections voiced by several members of airline management staff regarding displacement of employee parking.

Cosgriff made a request to be provided with a copy of the list of employees and names that are parking in the employee lot.

Attorney Bossart assured airline employees in attendance that she would not authorize the release of their names.

Engen now absent.

There was discussion on forming a parking committee. No action was taken.

Cosgriff moved to adjourn the meeting.

Second by Ekman. All members present voted aye. Motion carried.

Time at adjournment was 10:52 a.m.

APPROVED March 12, 2024, Shawn A. Dobberstein, MAA Secretary

Regular Meeting

Tuesday

March 12, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, March 12, 2024 at 8:00 am.

Present: Engen (via zoom), Berg, Cosgriff, Ekman, Kapitan
Absent: None
Others: Bossart

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held February 27, 2024:

Berg moved to approve the minutes of the Regular Meeting held February 27, 2024.
Second by Cosgriff. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$305,716.62:

Berg moved to approve the airport vouchers totaling \$305,716.62.
Second by Cosgriff.
On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.
Motion carried.

Approved the Individual Vouchers:

Berg moved to approve the individual vouchers:

- A. VOLAIRE AVIATION - \$1,875.00
Monthly data subscription.
- B. VOLAIRE AVIATION - \$17,500.00
Passenger leakage study.
- C. FLINT GROUP - \$13,755.00
2024 Marketing Program.
- D. TL STROH ARCHITECTS - \$280,000.00
Parking structure project.
- E. THE HANOVER INSURANCE GROUP - \$505.00
Builder's Risk Insurance – Elevator Project, Westside Terminal.

Approved the Individual Vouchers: (continued)

Second by Cosgriff.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.

Motion carried.

Received January 2024 Financial Statement:

Berg moved to receive and file the January 2024 Financial Statement.

Second by Cosgriff. All members voted aye. Motion carried.

Received Communication from EideBailly Regarding Consulting and Engagement Agreement for Business Planning and Analysis, Outsourced CFO Services:

The communication dated March 8, 2024, from EideBailly was received without objection. Dobberstein stated Chad Flannagan, EideBailly, is present if anyone has questions. This is the next step in the engagement process with EideBailly for the following services:

OMS Services – Packaged Business Planning & Analysis

OMS Services – Outsourced CFO

Dobberstein stated he has worked with Flanagan and his team at EideBailly for quite a while on this. He stated Attorney Bossart has reviewed this from a legal standpoint. He stated he would recommend approval.

Berg moved to approve the scope of engagement with EideBailly as presented.

Second by Cosgriff. All members present voted aye. Motion carried.

Received Communication from SP Plus Regarding Extension of Parking Facilities Management Agreement:

Gregory Pierson, Regional Manager, SP Plus Airport Services, was recognized.

The communication from Mr. Pierson dated March 7, 2024, was received and filed without objection.

Dobberstein stated SP Plus is requesting a five-year and six-month extension effective July 1, 2024 – December 31, 2029, and recommended the board grant this request.

Berg moved to extend the agreement with SP Plus through October 1, 2025.

Second by Cosgriff.

Berg, Cosgriff, Ekman voted aye.

Engen, Kapitan voted no.

Motion carried.

Continued Discussion Regarding Employee Parking:

Cosgriff stated there are two issues with parking. One is to look at all available surface parking on the airport, even asking some of the other vendors (rental car companies) if they could make space available during the construction process as we try to make the most accommodating parking for our customers while also accommodating our employees as we go forward. The second would be a whole parking policy.

Continued Discussion Regarding Employee Parking: (continued)

Berg moved that we develop a transition plan to include all surface parking and how we are going to transition through completion of construction and staff can determine who would be the point person.

Second by Cosgriff.

Jeff Klein, Mead & Hunt, was recognized and stated they would certainly be willing to lead that, although it will be a group effort. He stated they can assist with the logistics of phasing and moving parking around. They would not get into any type of revenue management.

All members present voted aye. Motion carried.

Greg Pierson gave a presentation on parking contingencies during ramp construction, including valet operation and pay with phone options.

Received Update on Parking Structure and Elevated Walkway Project; Approved Procurement of Bids for Parking Structure Bid Package #2 (Anticipated Value \$9,000,000.00):

Oliver Finneman, McGough Construction, was recognized and stated today they are seeking authorization to advertise for bids on Bid Package #2 at an estimated value of \$9 million.

Berg moved to approve procurement of bids for parking structure Bid Package #2.

Second by Cosgriff.

Terry Stroh, TL Stroh Architects, was recognized via zoom and stated the bidding process for the parking ramp is being done in a staged process because of delivery times and other issues. The next bid package will be for deep foundation work. The final bid package will be mechanical, electrical and signage. He stated the project is still on schedule to begin in June.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Received Update on Passenger Terminal Expansion and Modification Project:

Oliver Finneman, McGough Construction, was recognized and reviewed the following items for approval:

- Receive Amendment No. 3 to AIA A133-2019 agreement between MAA and McGough Construction for passenger terminal expansion and modification project (changes requested by FAA).
- Receive GMP #1 change order to tile elevator (\$28,348.48) McArthur Tile Co.; Terrazzo floor patching awarded to Advance Terrazzo & Tile Co., included in GMP #1.
- Receive amendment to Bid Package #1 for GMP #2 (\$17,754,492.00) associated with American timber supplier and Buy American requirements.
- Approve procurement of bids for terminal expansion – anticipated value \$48,000,000.00

Received Update on Passenger Terminal Expansion and Modification Project: (continued)

Brandon Halverson, Mead & Hunt, was recognized via zoom, and stated he has reviewed all of these items and recommends approval.

Berg moved to approve the four items as presented.

Second by Cosgriff.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Received Change Order #1 for Gate #4 Boarding Bridge for an Increase of \$5,544.00 (Install New Baggage Slide):

Jeff Klein, Mead & Hunt, was recognized and stated when the new boarding bridge was installed at Gate 4 it was the original scope of the project to reinstall the baggage slide from the existing bridge to the new bridge. He stated that was not possible, so this change order provides a new baggage slide attachment, with the installation to be completed by MAA staff.

Berg moved to approve Change Order #1 to the Gate 4 Boarding Bridge Replacement at a cost of \$5,544.00.

Second by Ekman.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Electrical Equipment and Lighting Replacement Project:

Bid tabulation for Electrical Equipment & Lighting Replacement from Mead & Hunt was received and filed. Bids received as follows:

Sun Electric, Inc.	\$265,858.00
PEC Solutions of the Dakotas	\$447,345.00
Engineer's Estimate	\$280,425.00

Berg moved to award the Electrical Equipment & Lighting Replacement project to Sun Electric, Inc.

Second by Ekman.

On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Authorized Attendance at the AAAE Airport Winter Operations and De-icing Conference, July 21-23, 2024, Pittsburgh, PA:

Berg moved to authorize attendance at the AAAE Airport Winter Operations and De-icing Conference, July 21-23, 2024, Pittsburgh, PA.

Second by Ekman. All members present voted aye. Motion carried.

Berg now absent.

Received Communication from Flint Group Regarding Electronic Sign Proposals and Paid Media Presentation:

Kelsey Miller, Flint Group, was recognized via zoom and stated they advertised a request for proposals for an electronic sign on 19th Avenue. She stated they received inquiries from about seven providers throughout the country, but we received only one proposal.

Indigo Signs \$234,995.00

After discussion, Berg moved to direct staff to come up with a process to maximize advertising on the airport and sponsorships and bring back recommendations to the board.

Second by Cosgriff. All members present voted aye. Motion carried.

Representatives from Flint Group (Kelsey Miller, Nicole Jurkic) were recognized via zoom and presented their media recommendation for April-December 2024, at a proposed net budget of \$200,000.00.

Ekman moved to accept the proposal presented by Flint Group.

Second by Cosgriff.

On the call of the roll, Cosgriff, Ekman, Kapitan voted aye.

Engen voted no. Berg absent. Motion carried.

Continued Discussion Regarding Terminal Expansion Play Area:

Attorney Bossart stated Ekman had proposed to the board the idea of approaching Sanford with the idea of having them sponsor the play area in the terminal expansion project. She stated she reviewed the Clear Channel contract, and it would be their responsibility to solicit those proposals and as a political subdivision it would need to follow a legally advertised RFP process.

There was further discussion. No action taken.

Cosgriff moved to adjourn the meeting.

Second by Ekman. All members present voted aye. Motion carried.

Time at adjournment was 10:16 a.m.

APPROVED April 9, 2024, Shawn A. Dobberstein, MAA Secretary